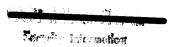
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22 September 1952

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT:

Table of Organization Change for the Office of Collection and Resemination.

RULE REMCE:

Memorandum to Deputy Director (Administration) fr AD/CD dated 26 August 1952; and memoranda to Chief, Organization and Methods Service fr Chief, Classification and Wage Division, dated h September 1962 and 12 September 1952.

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- l. In accordance with instructions contained in CIA Notice the OCD T/O change outlined in reference memoranda has been reviewed as to soundness of organizational structure, functions and procedures.
- operation would be integrated into the existing organizational structure of the Tab Fax Section, Operations Branch, Machine Division, and the Distribution Section, Documents Branch, CIA Library. The photographer, CS-9, would be located in the Office of the Chief, Operations Branch to complement the existing position of Tab Project Planner, CS-9, and would provide similar CIA microfilm process planning. Tab project and microfilm process operations would be supervised by the existing Tab Machine Operations Supervisor and the Microphoto Supervisor (transferred) in the Tab Fax Section, Operations Branch. Functions and procedures would be revised in the Tab Fax Section and the Distribution Section so that all personnel would be generalists capable of performing both microfilm processing and the present Tab Fax functions.
  - 3. Concurr nce is hereby given.

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Acting Chief Organization and Methods Service

ce: Chief, wage and Classification Div.

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